



Division of Child Care & Early Childhood Education
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PANDEMIC PROCEDURES

As part of CCDF funding, DCCECE must implement policies in line with state and CDC guidance with regard to COVID-19. The following pandemic requirements shall be implemented and followed by licensed child care facilities. The CDC guidance can be found here:

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#anchor_1613684758754.

Administrative Procedures

1. If the facility chooses to close for any reason related to the current pandemic, notification shall be made in writing to the Child Care Licensing Unit stating dates of the closure.
2. The facility shall notify the Child Care Licensing Unit in writing prior to reopening.
3. The facility shall notify the Arkansas Department of Health at 833-504-0155 and their Licensing Specialist each time an employee or child at their facility tests positive for COVID-19.

Group Size

1. To the extent possible, children should remain in the same assigned group each day to reduce the likelihood of potential exposure.
2. To the extent possible, separation of groups should occur in common areas such as cafeterias or gyms.

General Health Requirements

1. Pick up and drop off shall take place outside of the facility when possible, to reduce the number of individuals entering the facility.
2. To the extent possible, individuals should have limited access from entering the facility except for the following:
 - a. Parents and legal guardians who have children enrolled and present at the facility
 - b. Facility Staff including transportation staff
 - c. Persons with the legal authority to enter including law enforcement, child care licensing staff, and DHS protective services staff
 - d. Professionals providing services to children, including therapists
 - e. Children enrolled at the facility
 - f. Other professionals who are there for services that cannot be done after hours, for example a plumber, if there is an emergency situation that needs immediate attention or student intern/observers meeting college coursework requirements.
3. Health screenings of each individual listed above is required before allowing entry. Documentation that a screening has been completed each day for each individual must be

- kept on record and include the name, date and time the individual was screened, and the staff member/employee signature that completed the screening.
4. Health screenings shall be conducted by an assigned staff member/employee of the facility.
 5. Do not allow any individual listed above to enter the facility if they meet any of the following criteria:
 - a. A temperature of 100.4°F or above
 - b. Have had a temperature of 100.4°F or above in the last 48 hours
 - c. Signs or symptoms of COVID-19 (fever, cough, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell)
 - d. Has had a positive test for COVID-19 in the past 10 days or are awaiting the results of a test
 - e. Has been in close contact with someone who has a positive diagnosis of COVID-19 and the close contact has not yet completed the required quarantine after the close contact with the positive person, unless the individual meets the criteria of #6 below.
 6. Individuals will not have to quarantine if they meet both of the following criteria:
 - a. Are fully vaccinated, with at least 2 weeks since their final dose,
 - b. Have remained asymptomatic since the exposure
 7. Staff shall wear face masks to reduce the risk of potential spread from people who may be asymptomatic or pre-symptomatic including transportation staff. Masks may be made of cloth. Two layers of 100% cotton is recommended if cloth masks are used. Cloth masks shall be laundered daily. Neck gaiters and similar wraps that go around the neck and do not have two layers of material do not meet the mask requirement. Mask with valves do not meet the requirement as it allows more germs to be released into the air. Masks do not have to be worn outdoors on the playground.
 8. Children shall be served individual snacks and meals. Family style meals shall not be served.
 9. Sick children shall not be cared for at the facility. If a child becomes sick while at the facility, the parents shall immediately be contacted to pick the child up. The child shall be separated, with appropriate supervision, until the parents arrive to pick the child up. Please follow Section 1100 regarding health and hand washing in the Minimum Licensing Requirements.
 10. The facility shall follow all specific directives given by the Department of Human Services related to the current pandemic.
 11. Emphasize to employees the importance of NOT coming to work when having any symptoms of COVID-19 until the cause has been investigated by a medical professional.

TRANSPORTATION

Screening of staff must occur prior to transporting children-see above screening requirements.

1. All vehicles used for transporting children during the current pandemic must be sanitized prior to transporting children and sanitized between each transportation time.
2. Transportation of all children is permitted at full capacity. Children under 2 shall not wear masks. Children above the age of 2 and staff should wear a mask.